

Mandatory Administrative Responsibilities for Coaches & Managers

1. Team Rosters and Player Eligibility

- All participants (players, coaches, team personnel) must be registered with USA Hockey.
- Each team must carry a properly certified roster (1-T form) that includes:
 - Names and birth years
 - USAH registration numbers
 - Verified player age eligibility for the category of play

2. Coaching Requirements

- All coaches must complete:
 - SafeSport Training (annually)
 - USA Hockey Background Screening (every two years)
 - Age-specific USAH Coaching Education Program (CEP) certification by Dec 31 each season
 - USA Hockey Concussion Training where mandated by state law

3. Bench Personnel Limits

- A maximum of **4 team officials** may be on the bench (coaches, managers, trainers).
- All must appear on the official roster and be certified as required.

4. Game Reporting

- Score sheets must be signed by both teams and include:
 - Game date and time
 - All goal scorers, assists, penalties
 - Ejections and suspensions (if applicable)
- Managers must submit any required game reports (e.g., for suspensions) to their League or Affiliate within 24–48 hours depending on local requirements.

5. Game Misconduct and Suspension Reporting

- Coaches and managers are responsible for knowing:
 - Which infractions carry suspensions (e.g., 4 penalties = Game Misconduct)
 - Tracking the number of Game Misconducts or Match Penalties per player/coach
 - Reporting suspensions to the league/affiliate per rulebook and affiliate rules

6. Zero Tolerance Policy

- Coaches and managers must actively enforce the **Zero Tolerance Policy**, which applies to:
 - Abusive or unsportsmanlike conduct from coaches, players, parents, or spectators
 - Referee harassment or interference
- Non-compliance must be reported and may result in removal or suspension

7. Game Time and Participation Rules

- All players must play regularly. Stacking top players or failing to play certain players violates participation intent.
- Coaches may not intentionally delay a game or manipulate play time in a way that violates fairness.